



Richard M. Flynn
Commissioner

State of New Hampshire

Department of Safety

Division of Fire Standards and Training & Emergency Medical Services
Richard M. Flynn Fire Academy
222 Sheep Davis Road, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Richard A. Mason
Director

MEMORANDUM

TO: NH EMS Instructor / Coordinators

FROM: Sue Prentiss, BA, NREMT-P, Chief
FST & EMS
Bureau of EMS

RE: Bureau of EMS Report

DATE: December 28, 2006

As we move towards January 1, 2007, I want to review a few Computer Based Testing items with each of you. This is yet another change in NH, but we can and will get through this! The following information may initially seem confusing, but once you have signed onto the National Registry web site and "registered", you will be able to see the "fields" that we are about to discuss. Please remember that NH I/C's will still need to file for course authorization paperwork through the NH Bureau of EMS Education Specialist assigned to your region, as you have in the past.

The National Registry (NR) Process:

- If you have not already created a personal account with the NREMT, please sign on and complete the process at www.nremt.org.
- Once personally registered, please register your "program". For New Hampshire, a "Program" is a licensed instructor / coordinator. Below is further clarification on this issue from NR:
- What is a Program? An entity (typically a college, hospital, EMS agency or private company) that has been authorized by the appropriate State authority to sponsor EMS courses leading to state licensure. Some programs have multiple courses or sections/satellites. The program is the course sponsor.
- Who is the Program Director? The individual responsible for overseeing the state approved EMS Education Program.
- What is the Correct 'Name' of a Program? Use the full (unabbreviated) legal name of the program (e.g. Butler Community College-not BCC or Butler Co Coll). The name field is limited to 50 characters.
- Once you register, you will receive the "Making the Switch" DVD. This was developed by the National Registry and is an excellent way for the student / candidate to learn about Computer Based Testing and the application process. This instructional video should be shown to students / candidates during the first couple weeks of a program. If for some reason you have not received this, the Bureau has extra copies available.

- Please use your Course Authorization #, as issued to you by the Division of FST & EMS, as a “Section Code” for students/candidates to use when creating their applications. This activity is not required, however will be helpful when sorting your exam results. Note: You may consider adding a three-letter abbreviation specific to the location of your course. (ex: “30-948New” could be the abbreviation for an EMT-B course in Newport).

Creating Program “Sections”:

EMS Education Programs which have been authorized by the State EMS Office and are currently active programs on the NREMT website, now have the capability of further defining their Program through the use of Sections.

- Remember that “your program” for NR purposes, is your identity (your name) as an I/C; An EMT Candidates, during their on-line scheduling of an exam, will be given the opportunity to associate themselves with any active section of your program, once they have chosen your program on their online application.
- “Sections” will not be a required field on the EMT application, but again, could be very helpful when sorting through exams once completed. You will need to ask your students to enter the additional information.
- Program Directors will be able to view and modify a candidate's “section” anytime prior to issuing the electronic course completion verification.
- The NREMT will not offer any reporting based on sections.
- Section information will be made available in a data download of exam results, accessible to the I/C.
- You will find the menu choice to access adding and managing EMS Education Program Section under Edit Your Profile on the right hand menu within Program Director Settings. You may start creating sections by clicking on the following link: [Manage EMS Education Program Sections.](#)

NH now has multiple testing site options available, some are different than what was originally planned and negotiated with the National Registry and Pearson Vue. Candidates will choose a site after they have received an “Authorization to Test” (ATT) using a 1-866-673-6896. As of today, the sites are as follow:

Pearson Vue Professional Center, Concord
2 Capitol Plaza
Concord, NH 03301

Gregg Public Safety Center, North Country Health Consortium, Littleton
646 Union Street
Littleton, NH 03561

Keene State College – Department of Continuing Education * **Pending**
229 Main Street
Keene, NH 03435

Granite State College ***Pending**
73 Main Street
Conway, NH 03818

New Horizons of Northern NE
460 Amherst Street

Nashua, NH 03063

Stellacon Corporation
53 Durham Street
Portsmouth, NH 03801

***Pending** - awaiting contract signatures and in scheduling negotiations

Other Pertinent Information:

- After a course is completed, you, the I/C, still need to submit a course completion roster to FST & EMS. This should go to the Education Specialist who covers your area and normally accepts and verifies your roster(s).
- The state (BLS) or NR (ALS) practical exam can be taken at any point once the course is completed and the roster has been submitted to FST & EMS. Candidates no longer have to wait to take the written exam until after successful completion of a practical.
- In order for a candidate to receive an ATT, they must have completed an on-line application and have paid the testing fee to the NREMT.
- Retests will be scheduled by using the same process as was completed for the initial exam and can happen up until the point the candidate is no longer eligible.

I know over the next month there will be a few bumps in the road. Please keep in touch and we will get this worked out. I have also enclosed the 3 most recent pdf files from the National Registry for Instructors and Students/Candidates. Also enclosed are the answers to the follow up questions from the CBT Teleconference on November 3, 2006.

Happy Holidays and Best Wishes in 2007.